Willow Creek Academy

2017-18 School Handbook
Tara Seekins, Head of School

Willow Creek Academy
636 Nevada Street
Sausalito, CA 94965
(415) 331-7530

Para obtener una copia del libro “Instrucciones a la familia,” por favor hablen con Carlos Gonzalez, en la oficina de la escuela.
Welcome to Willow Creek!

Willow Creek consists of three families: Lower Elementary (K-2), Upper Elementary (3-5) and Middle School (6-8). Teachers in each family work together to ensure a smooth transition from grade to grade and to plan special events (field trips, electives, assemblies) for students.

The purpose of this handbook is to facilitate communication between Willow Creek Academy and our families. This information is current as of August 2017, but it subject to change during the course of the school year. If changes are made, we will let you know via the Willow Creek website (www.willowcreekacademy.org).

While this handbook may not answer all of your questions, we hope it will be a helpful introduction to Willow Creek and a useful resource for your family. If you have questions about specific procedures or need more information, please contact the School Office at (415) 331-7530 Ext. 202.

Here’s to a wonderful year!

Tara Seekins
Head of School

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**Nondiscrimination Policy**

Willow Creek Academy prohibits discrimination and harassment based on an individual's sex (including sexual orientation or gender identity, pregnancy, childbirth or related medical condition); ethnicity (such as race, color, national origin, and ancestry); religion (including religious accommodation); disability (mental or physical disability or reasonable accommodation); age; marital status; or any other basis protected by federal, state, local law, ordinance, or regulation. Harassment based on any of the above protected categories is a form of unlawful discrimination and will not be tolerated by Willow Creek. Harassment is intimidation or abusive behavior toward a student or employee that creates a hostile environment and can result in disciplinary action against the offending student or employee. Harassing conduct may take many forms, including verbal remarks and name-calling, graphic and written statements, or conduct that is physically threatening or humiliating.

This nondiscrimination policy covers admission to and employment by Willow Creek, as well as access to and participation in any of its educational, athletic, recreational, or other school-administered programs and activities. Willow Creek is committed to ensuring that the lack of English language skills will not be a barrier to admission to or participation in programs or activities.

The Head of School is designated to handle all inquiries or complaints regarding Willow Creek’s efforts to comply with and carry out its responsibilities related to discrimination or harassment based on a student’s sex (Title IX); sexual orientation or gender identity (Title 5, CCR, §4910); race, color, or national origin (Title VI); or mental or physical disability (Section 504).

For Uniform Complaint Procedures and Forms, see: [http://www.smcsd.org/index.php/resources/community-resources](http://www.smcsd.org/index.php/resources/community-resources).
Willow Creek Academy School Directory for 2017-18

Phone: (415) 331-7530  
Website: www.willowcreekacademy.org  
Fax: (415) 331-1622  
Email: office@willowcreekacademy.org  
Mailing address: 636 Nevada Street  
Sausalito, CA 94965

**School Office**  
(415) 331-7530 ext. 202

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tara Seekins</td>
<td>Head of School</td>
<td>Ext. 213</td>
<td><a href="mailto:tseekins@willowcreekacademy.org">tseekins@willowcreekacademy.org</a></td>
</tr>
<tr>
<td>Emily Darawish</td>
<td>Teacher on Special Assignment</td>
<td>Ext. 240</td>
<td><a href="mailto:edarawish@willowcreekacademy.org">edarawish@willowcreekacademy.org</a></td>
</tr>
<tr>
<td>Aleshia Adams-Page</td>
<td>Office Administrator</td>
<td>Ext. 202</td>
<td><a href="mailto:apage@willowcreekacademy.org">apage@willowcreekacademy.org</a></td>
</tr>
<tr>
<td>Erin Baker</td>
<td>Data Assistant</td>
<td>Ext. 238</td>
<td><a href="mailto:ebaker@willowcreekacademy.org">ebaker@willowcreekacademy.org</a></td>
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**Lower Elementary Family Faculty (Grades K-2)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Room</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alise Perez</td>
<td>K – Teacher</td>
<td>P1</td>
<td>Ext. 210</td>
<td><a href="mailto:aperez@willowcreekacademy.org">aperez@willowcreekacademy.org</a></td>
</tr>
<tr>
<td>Hope Feldman</td>
<td>K – Teacher</td>
<td>P2</td>
<td>Ext. 256</td>
<td><a href="mailto:hfeldman@willowcreekacademy.org">hfeldman@willowcreekacademy.org</a></td>
</tr>
<tr>
<td>Kristine Duran</td>
<td>1 – Teacher</td>
<td>2</td>
<td>Ext. 206</td>
<td><a href="mailto:kduran@willowcreekacademy.org">kduran@willowcreekacademy.org</a></td>
</tr>
<tr>
<td>Meegan Devol</td>
<td>1 – Teacher</td>
<td>1</td>
<td>Ext. 205</td>
<td><a href="mailto:mdevol@willowcreekacademy.org">mdevol@willowcreekacademy.org</a></td>
</tr>
<tr>
<td>Becky Jackson</td>
<td>2 – Teacher</td>
<td>3</td>
<td>Ext. 209</td>
<td><a href="mailto:rjackson@willowcreekacademy.org">rjackson@willowcreekacademy.org</a></td>
</tr>
<tr>
<td>Kelly Browning</td>
<td>2 – Teacher</td>
<td>4</td>
<td>Ext. 221</td>
<td><a href="mailto:kbrowning@willowcreekacademy.org">kbrowning@willowcreekacademy.org</a></td>
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</tbody>
</table>

**Upper Elementary Family Faculty (Grades 3-5)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<th>Phone</th>
<th>Email</th>
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<tbody>
<tr>
<td>Anne Siskin</td>
<td>3 – Teacher</td>
<td>6</td>
<td>Ext. 211</td>
<td><a href="mailto:asiskin@willowcreekacademy.org">asiskin@willowcreekacademy.org</a></td>
</tr>
<tr>
<td>Kevin Breakstone</td>
<td>3 – Teacher</td>
<td>7</td>
<td>Ext. 204</td>
<td><a href="mailto:kbreakstone@willowcreekacademy.org">kbreakstone@willowcreekacademy.org</a></td>
</tr>
<tr>
<td>Jenny Schmidt</td>
<td>4 – Teacher</td>
<td>8</td>
<td>Ext. 218</td>
<td><a href="mailto:jschmidt@willowcreekacademy.org">jschmidt@willowcreekacademy.org</a></td>
</tr>
<tr>
<td>Jennifer Carrade</td>
<td>4 – Teacher</td>
<td>11</td>
<td>Ext. 207</td>
<td><a href="mailto:jcarrade@willowcreekacademy.org">jcarrade@willowcreekacademy.org</a></td>
</tr>
<tr>
<td>Adrienne Thompson</td>
<td>4 – Teacher</td>
<td>10</td>
<td>Ext. 226</td>
<td><a href="mailto:athompson@willowcreekacademy.org">athompson@willowcreekacademy.org</a></td>
</tr>
<tr>
<td>Zuhra St. Denny</td>
<td>5 – Teacher</td>
<td>12</td>
<td>Ext. 242</td>
<td><a href="mailto:zst.denny@willowcreekacademy.org">zst.denny@willowcreekacademy.org</a></td>
</tr>
<tr>
<td>Jared Baker</td>
<td>5 – Teacher</td>
<td>19</td>
<td>Ext. 232</td>
<td><a href="mailto:jbaker@willowcreekacademy.org">jbaker@willowcreekacademy.org</a></td>
</tr>
</tbody>
</table>
## Middle School Faculty (Grades 6-8)

<table>
<thead>
<tr>
<th>Name</th>
<th>Grade</th>
<th>Room</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monica Rizzo</td>
<td>6th Grade Language Arts and Social Studies</td>
<td>20</td>
<td>Ext. 214</td>
<td><a href="mailto:mrizzo@willowcreekacademy.org">mrizzo@willowcreekacademy.org</a></td>
</tr>
<tr>
<td>Lindsey Roberts</td>
<td>6th Grade Math and Science</td>
<td>21</td>
<td>Ext. 225</td>
<td><a href="mailto:lroberts@willowcreekacademy.org">lroberts@willowcreekacademy.org</a></td>
</tr>
<tr>
<td>Carter Devol</td>
<td>7th/8th Grade Science</td>
<td>27</td>
<td>Ext. 216</td>
<td><a href="mailto:cdevol@willowcreekacademy.org">cdevol@willowcreekacademy.org</a></td>
</tr>
<tr>
<td>Roy Baker</td>
<td>7th/8th Grade Social Studies</td>
<td>28</td>
<td>Ext. 219</td>
<td><a href="mailto:rbaker@willowcreekacademy.org">rbaker@willowcreekacademy.org</a></td>
</tr>
<tr>
<td>Sean St. Denny</td>
<td>7th/8th Grade Math</td>
<td>25</td>
<td>Ext. 217</td>
<td><a href="mailto:sst.denny@willowcreekacademy.org">sst.denny@willowcreekacademy.org</a></td>
</tr>
<tr>
<td>Joann Powers</td>
<td>7th/8th Language Arts</td>
<td>26</td>
<td>Ext. 243</td>
<td><a href="mailto:jpowers@willowcreekacademy.org">jpowers@willowcreekacademy.org</a></td>
</tr>
<tr>
<td>Belinda Perez Ingraham</td>
<td>Spanish</td>
<td>----</td>
<td></td>
<td><a href="mailto:bingraham@willowcreekacademy.org">bingraham@willowcreekacademy.org</a></td>
</tr>
</tbody>
</table>

## Arts/Music Faculty

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<th>Email</th>
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<tbody>
<tr>
<td>Emilie Rohrbach</td>
<td>K-5 Music</td>
<td>17</td>
<td>Ext. 234</td>
<td><a href="mailto:erohrbach@willowcreekacademy.org">erohrbach@willowcreekacademy.org</a></td>
</tr>
<tr>
<td>Phil Logan</td>
<td>6-8 Music</td>
<td>17</td>
<td>Ext. 234</td>
<td><a href="mailto:plogan@willowcreekacademy.org">plogan@willowcreekacademy.org</a></td>
</tr>
<tr>
<td>Lauren Haberly</td>
<td>Art</td>
<td>24</td>
<td>Ext. 231</td>
<td><a href="mailto:lhaberly@willowcreekacademy.org">lhaberly@willowcreekacademy.org</a></td>
</tr>
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</table>

## Counselors

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Room</th>
<th>Phone</th>
<th>Email</th>
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<tbody>
<tr>
<td>Julie Stevenson</td>
<td>School Counselor</td>
<td>14</td>
<td>Ext. 215</td>
<td><a href="mailto:jstevenson@bacr.org">jstevenson@bacr.org</a></td>
</tr>
<tr>
<td>Eliza Cummings</td>
<td>School Counselor</td>
<td>15</td>
<td>Ext. 233</td>
<td><a href="mailto:ecummings@bacr.org">ecummings@bacr.org</a></td>
</tr>
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## Directors of Play and Physical Education

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>David Singleton</td>
<td>Dir. of Play and P.E.</td>
<td></td>
<td><a href="mailto:dsingleton@willowcreekacademy.org">dsingleton@willowcreekacademy.org</a></td>
</tr>
<tr>
<td>Lynnette Egenlauf</td>
<td>Dir. of Play and P.E.</td>
<td></td>
<td><a href="mailto:legenlauf@willowcreekacademy.org">legenlauf@willowcreekacademy.org</a></td>
</tr>
</tbody>
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## After-School Program (Explorers)

<table>
<thead>
<tr>
<th>Name</th>
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<th>Phone</th>
<th>Email</th>
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</thead>
<tbody>
<tr>
<td>Paige Rosenthal</td>
<td>Director</td>
<td>Ext. 220</td>
<td><a href="mailto:prosenthal@willowcreekacademy.org">prosenthal@willowcreekacademy.org</a></td>
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## Sausalito-Marin City School District Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will McCoy</td>
<td>Superintendent</td>
<td>332-3190</td>
<td><a href="mailto:wmccoy@smcsd.org">wmccoy@smcsd.org</a></td>
</tr>
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## Assistant Teachers

<table>
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<tr>
<th>Name</th>
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</tr>
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<tbody>
<tr>
<td>Eliana Mayes</td>
<td>K Asst. Teacher</td>
<td></td>
<td><a href="mailto:emayes@willowcreekacademy.org">emayes@willowcreekacademy.org</a></td>
</tr>
<tr>
<td>Allison Lichter</td>
<td>K Asst. Teacher</td>
<td></td>
<td><a href="mailto:alichter@willowcreekacademy.org">alichter@willowcreekacademy.org</a></td>
</tr>
<tr>
<td>Sumaira Modan</td>
<td>1st Asst. Teacher</td>
<td></td>
<td><a href="mailto:smodan@willowcreekacademy.org">smodan@willowcreekacademy.org</a></td>
</tr>
<tr>
<td>Melissa Lopez</td>
<td>2nd Asst. Teacher</td>
<td></td>
<td><a href="mailto:mlopez@willowcreekacademy.org">mlopez@willowcreekacademy.org</a></td>
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</tbody>
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## Student Support Specialists

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone</th>
<th>Email</th>
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</thead>
<tbody>
<tr>
<td>Carlos Gonzalez</td>
<td>K-4 SSS</td>
<td>Ext. 239</td>
<td><a href="mailto:cgonzalez@willowcreekacademy.org">cgonzalez@willowcreekacademy.org</a></td>
</tr>
<tr>
<td>Jasmin Hall</td>
<td>5-8 SSS</td>
<td>Ext. 239</td>
<td><a href="mailto:jhall@willowcreekacademy.org">jhall@willowcreekacademy.org</a></td>
</tr>
<tr>
<td>Joel Villalobos</td>
<td>5-8 SSS</td>
<td>Ext. 239</td>
<td><a href="mailto:jvillalobos@willowcreekacademy.org">jvillalobos@willowcreekacademy.org</a></td>
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## Academic Specialists

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maya Creedman</td>
<td>Literacy Specialist</td>
<td>Ext. 224</td>
<td><a href="mailto:mcreedman@willowcreekacademy.org">mcreedman@willowcreekacademy.org</a></td>
</tr>
<tr>
<td>Jennifer Lawrence</td>
<td>Math Specialist</td>
<td>Ext. 224</td>
<td><a href="mailto:jlawrence@willowcreekacademy.org">jlawrence@willowcreekacademy.org</a></td>
</tr>
<tr>
<td>Aracely Gonzalez</td>
<td>Primary Intervention</td>
<td>---</td>
<td><a href="mailto:agonzalez@willowcreekacademy.org">agonzalez@willowcreekacademy.org</a></td>
</tr>
<tr>
<td></td>
<td>Specialist</td>
<td></td>
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## Lead Custodian

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone</th>
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<tbody>
<tr>
<td>David Logan</td>
<td>Lead Custodian</td>
<td></td>
<td><a href="mailto:dlogan@willowcreekacademy.org">dlogan@willowcreekacademy.org</a></td>
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Willow Creek Academy Campus Map
Please see next page for Campus Map Key.
<table>
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<tr>
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<th>Grade/Department</th>
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<tbody>
<tr>
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<td>WCA</td>
<td>1st Grade (Mrs. Devol)</td>
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<tr>
<td>2</td>
<td>WCA</td>
<td>1st Grade (Ms. Duran)</td>
</tr>
<tr>
<td>3</td>
<td>WCA</td>
<td>2nd Grade (Miss Jackson)</td>
</tr>
<tr>
<td>4</td>
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<td>2nd Grade (Ms. Browning)</td>
</tr>
<tr>
<td>5a</td>
<td>WCA</td>
<td>Primary Intervention (Ms. Gonzalez)</td>
</tr>
<tr>
<td>5b</td>
<td>WCA</td>
<td>Counseling/Testing</td>
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<tr>
<td>5c</td>
<td>WCA</td>
<td>Speech</td>
</tr>
<tr>
<td>6</td>
<td>WCA</td>
<td>3rd Grade (Ms. Siskin)</td>
</tr>
<tr>
<td>7</td>
<td>WCA</td>
<td>3rd Grade (Mr. Breakstone)</td>
</tr>
<tr>
<td>8</td>
<td>WCA</td>
<td>4th Grade (Mrs. Schmidt)</td>
</tr>
<tr>
<td>9</td>
<td>SMCSD</td>
<td>Resource Room and Learning Center</td>
</tr>
<tr>
<td>10</td>
<td>WCA</td>
<td>4th Grade (Ms. Thompson)</td>
</tr>
<tr>
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<td>4th Grade (Ms. Carrade)</td>
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<td>5th Grade (Ms. St. Denny)</td>
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<tr>
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<td>Math and Literacy Center (Ms. Lawrence and Ms. Creedman)</td>
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<td>WCA</td>
<td>Counseling (Ms. Stevenson)</td>
</tr>
<tr>
<td>15</td>
<td>WCA</td>
<td>Counseling (Ms. Cummings)</td>
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<tr>
<td>17</td>
<td>WCA</td>
<td>Music (Ms. Emilie and Mr. Phil)</td>
</tr>
<tr>
<td>19</td>
<td>WCA</td>
<td>5th Grade (Mr. Baker)</td>
</tr>
<tr>
<td>20</td>
<td>WCA</td>
<td>6th Grade Language Arts and Social Studies (Ms. Rizzo)</td>
</tr>
<tr>
<td>21</td>
<td>WCA</td>
<td>6th Grade Math and Science (Ms. Roberts)</td>
</tr>
<tr>
<td>22</td>
<td>WCA</td>
<td>Maya Angelou Center (Student Support Center)</td>
</tr>
<tr>
<td>23</td>
<td>WCA</td>
<td>Assistant Head of School</td>
</tr>
<tr>
<td>24</td>
<td>WCA</td>
<td>Art (Ms. Haberly)</td>
</tr>
<tr>
<td>25</td>
<td>WCA</td>
<td>Middle School Math (Mr. St. Denny)</td>
</tr>
<tr>
<td>26</td>
<td>WCA</td>
<td>Middle School English (Ms. Powers)</td>
</tr>
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<td>WCA</td>
<td>Middle School Science (Mr. Devol)</td>
</tr>
<tr>
<td>28</td>
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</tr>
<tr>
<td>A</td>
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<td>Explorers</td>
</tr>
<tr>
<td>1</td>
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<td>Portable 1 Kindergarten (Ms. Perez)</td>
</tr>
<tr>
<td>2</td>
<td>WCA</td>
<td>Portable 2 Kindergarten (Ms. Hope)</td>
</tr>
<tr>
<td>3</td>
<td>WCA</td>
<td>Portable 3 Explorers</td>
</tr>
<tr>
<td>4</td>
<td>SMCSD</td>
<td>Portable 4 SMCSD</td>
</tr>
<tr>
<td>5</td>
<td>SMCSD</td>
<td>Portable 5 MCOE Classroom</td>
</tr>
<tr>
<td>1</td>
<td>WCA</td>
<td>Admin. 1 Main Office, Head of School, Staff Room</td>
</tr>
<tr>
<td>3</td>
<td>Leased</td>
<td>Admin. 3 Robin’s Nest</td>
</tr>
</tbody>
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Appendix 1: Procedures for Addressing Bullying

Appendix 2: Calendar for 2017-18 School Year
Chapter 1: DAILY OPERATIONS

Daily Schedule*
August 23 – August 25 – All students
Wednesday-Friday 8:15 – 2:00

Rest of school year (starting August 28)
Kindergarten
Monday-Friday 8:15 – 2:00

Grades 1-8
Monday, Tuesday, Thursday, Friday: 8:15 – 3:00
Wednesday 8:15 – 2:00

* After-school programs start at 2:00 for kindergartners. For all other students, after-school programs start at 2:00 on Wednesdays and 3:00 on all other weekdays. Staff is available from 2:00-3:00 to supervise kindergartners who do not attend after-school programs and need to commute home with an older sibling.

Daily Arrivals and Departures

Arrival Times
The campus is open for students at 8:00 a.m. every morning. The exception to this is for students who have breakfast with us; breakfast students may report to the Multipurpose Room starting at 7:45 a.m.

Students not having breakfast should not arrive to campus until 8:00 a.m. This helps to keep the campus safe for all children.

Students in Kindergarten may be dropped off at the Multipurpose Room starting at 7:45 a.m. if they are eating breakfast at school. All other Kindergarten students should be dropped off at the Kindergarten campus no earlier than 8:00 a.m.

Students in grades 1st-8th may be in the following areas from 8:00-8:10 a.m.:
- Multipurpose Room
- Basketball court
- Field
- Play Structure

At 8:12 a.m. there will be a signal bell for students in grades 1-8. At that time, all students in grades 1-8 are to report to the Multipurpose Room to meet their teachers. At 8:15 a.m. students will line up with their teachers for Morning Assembly. Following Morning Assembly, students will be escorted to class. Kindergarten students will not line up in the Multipurpose Room but will go directly to their classrooms when the bell rings.

Students who arrive after Morning Assembly are late and will report to the office for a late slip.

The school day begins at 8:15, and Willow Creek staff is available for supervision on campus at 8:00 in only four locations: the Multipurpose Room, the field, the basketball court, and the play
structure. All other areas are off limits because there is no adult supervision. Unless they are eating breakfast at school, students should not be dropped off before 8:00.

Breakfast service begins at 7:45 in the Multipurpose Room. Students who are eating breakfast at school are welcome to arrive as early as 7:45, provided that they eat their breakfasts in the Multipurpose Room and remain there until outside supervision begins at 8:00.

**Getting to School by Car: Drop-Off and Parking**

**Drop-Off Rules**
The school entrances are used by pedestrians, bicyclists, school buses, and cars; they can be very crowded at the start of the school day. Please use caution when entering or exiting the school grounds. If you arrive by car, there may be staff or volunteers assisting at the drop-off locations, and you must follow any instructions they give you. When dropping off, you should:

- Pull forward as far as possible to make room for other cars to enter the drop-off area.
- Do not attempt to pass stopped or slow-moving vehicles in the drop-off area.
- Encourage your children to have backpacks and other items ready so they can exit quickly and safely to the sidewalk. **Do not allow students to exit on the driver’s side of your vehicle.**
- Once your passengers have exited, leave the drop-off area promptly.
- Do not park in the drop off area.

Children who are being dropped off must follow instructions from staff and volunteers at the drop-off area and must walk on the sidewalk rather than the street or driveway.

**Parking**
There are a few parking spaces on either side of the Buchanan Drive turnaround. There is no parking in either turnaround drop-off areas. If you want to park and walk your child to his or her class, you may use:

- The Kindergarten parking area; or
- Street parking on Buchanan, Nevada, or Wateree streets; or
- The upper parking lot off Nevada Street

**There is no parking on campus on in the MPR traffic circle during school hours.**

**Getting to School by Bicycle**
We encourage students to ride bikes, scooters, and skateboards to school if possible. Some families ride bikes together as a family activity. If your child uses a bike, scooter, or skateboard to get to school, these must be stored in the bike racks located around campus. Skateboards may be stored in the classroom with the teacher’s permission or in the front office.

Bicycles, scooters and skateboards may **NOT** be used during the school day. Due to District rules and for the safety of students and adults, all manner of wheeled transport must be walked – not ridden – while on the school campus. This means that at the end of the day, bikes, scooters, etc. must be **WALKED** down the driveway before being used.
**Dismissal**
Students have only two options at the end of the school day: leave campus or report to our After-School Explorers Program.

If a student who does not regularly attend the Explorers Program is not picked up by 3:15 p.m., staff will escort the student to the Explorers Program. The student’s family will be charged for one afternoon of care regardless of how long the student stays in the Program before his or her family arrives.

**Getting Picked Up**
At the end of the school day, students can be picked up at the following locations:

- **Kindergarten:** Classrooms
- **1st and 2nd Grade:** Entrance to courtyard
- **3rd Grade and 3rd/4th Combination:** Near flag pole
- **4th – 8th Grades:** Blacktop area parallel to the large field

Students who attend after-school programs should be picked up directly from those programs. It is very important that you pick your child up promptly. If you are running late, you can call the school office and the office staff will attempt to relay a message to your child’s teacher.

**Only those people who are listed on the student’s current After School Arrangements card are permitted to pick up the student.** If you need to make changes to the After School Arrangements card, please contact the school office. No student should walk home from school unless the student has made an advance plan with his or her family and this plan is documented on the student’s After School Arrangements card.

**Walking or Biking Home from School**
When walking or biking home from school, please use caution and follow all traffic rules. Willow Creek’s behavior expectations apply when students are on their way to and from school, and misbehavior while traveling to and from school can result in disciplinary actions. (For more information on behavior expectations and discipline, see Chapter 5.)

**Changes to Routine**
At the beginning of the year, families complete an After School Arrangements card indicating how and when a student will leave school each weekday. If you need to make a temporary change, such as picking your child up rather than sending him or her to the After-School Program at the start of a holiday weekend, you should notify the office and your child’s teacher. For all other changes, please contact the school office and fill out an updated After School Arrangements card.

Please remember that **ONLY** the people listed on the After School Arrangements card are permitted to pick up your child.

**Tardies and Absences**

**Attendance Requirements**
The California Education Code requires that students come to school every day, arrive on time, and stay at school during the entire day. Students are expected to be on campus in the Multipurpose Room ready to meet their teachers **promptly at 8:15 a.m.**
The morning bell will ring at 8:12 to alert students that they need to head to the Multipurpose Room to meet their teachers. Students who arrive at school after Morning Assembly are considered tardy and will need to obtain a tardy slip from the office before they go to their classes.

Tardies can be excused for certain reasons, including doctor and dentist appointments. However, being tardy due to oversleeping, traffic, or missing the bus is considered an unexcused tardy. Students who arrive late after 8:45 a.m. three times without a valid excuse will have one unexcused absence reported.

Please make sure your child arrives on time and ready to learn. When your child is tardy, not only does he or she miss important class time, it is also disruptive to the learning environment of the whole class.

**Tardy Procedures**

When you know your child will be tardy, you must:

- Notify the school office by calling (415) 331-7530, extension 202 or emailing ebaker@willowcreekacademy.org and apage@willowcreekacademy.org; and
- Write a note explaining why your child is late.

When your child arrives at school, he or she must deliver the note to the school office and get a tardy slip before going to class. A child who reaches the classroom without a tardy slip will be sent back to the school office.

**Unplanned Absences**

When your child is absent due to illness, injury or other unplanned reason, you must do the following:

**Each day your child is absent:**

- Notify the school office by calling (415) 331-7530, extension 202 or emailing ebaker@willowcreekacademy.org and apage@willowcreekacademy.org
- Notify your child’s teacher as a courtesy and to find out about any assignments your child will need to make up.

**The day your child returns to school:**

- Send a written or emailed note to the school office explaining the absence.
- If your child is absent for more than 3 days due to illness or injury, you must also provide a note from his or her doctor.

Notes should be given to the office on the first day your child returns to school. If you do not send a note (and a doctor’s note, if required) within one week of your child’s return to school, your child’s absence will permanently be considered unexcused.

**Planned Absences and Independent Study**

Independent Studies are available for absences of three or more days. If you plan to take your child out of school for a pre-arranged trip, outside educational experience, or for any other
reason lasting three or more days, you may arrange an Independent Study for your child subject to the approval of the Assistant Head of School. If you do not follow the Independent Study Procedures, your child’s absence will be considered unexcused.

To arrange Independent Study, you must do the following:

**At least one week prior to the absence:**

- Notify the Assistant Head of School about the planned absence. Be sure to let the Assistant Head of School know the exact dates your child will be absent.
- Fill out an Independent Study Request Form (available in the front office).

**During your child’s absence:**

- Because the school office and your child’s teacher have been notified in advance regarding the absence, there is no need to call or email each day your child is absent.
- Your child completes all assigned work.

**The day your child returns to school:**

- Have your child turn in all of his or her independent study work within 7 days of returning to school. **Late assignments will not be accepted.**

**Truancy**

If your child has three unverified or unexcused absences, he or she is considered legally “truant.” You will be notified if your child has more than three unverified absences. If you would like more information about the Education Code regarding absences, see the Absences page under the heading Parents on the Willow Creek website. **Unverified** means that the school has not received information from the parent explaining the reason for the absence. Unverified absences are eventually considered unexcused.

Generally, there are only 4 accepted excuses for absences in grades K-8:

- Illness
- Medical appointment
- Death in the family
- Religious holiday

The following are NOT valid excuses for missing school:

- Unplanned trips
- Planned trips without an approved Independent Study plan one week in advance
- Unwillingness to come to school

Students who are chronically truant will be referred to a SARB (School Attendance Review Board) meeting. The SARB is a county-wide Board containing representatives from alternative education institutions, the Sheriff’s Office, Child Protective Services, County Office of Education programs, the County District Attorney’s Office and other organizations concerned with juvenile behavior issues.
Lunch and Snacks

Lunch Options
Willow Creek offers school lunch through our own garden, nutrition, and meals program. We provide students with locally produced, healthy meals containing sustainably raised and organic products whenever possible. Vegetarian and non-dairy options are available on each day’s menu. All meals meet the nutritional requirements of the federal food programs.

Willow Creek participates in the Federal School Lunch and Breakfast Program. Under this program, you may be eligible for free or reduced lunches, but you must fill out an application to determine if you qualify. Families receive an application in the packet sent during the summer. If you did not receive an application, or if you need another one, check with Erin Baker in the school office. If you qualified for free or reduced meals last year, that certification will remain in place for the first 30 days of this new school year, which provides the time to fill out a new application for the current school year.

We encourage you to apply for the program if you think you may qualify, even if you plan to have your child bring his or her own lunch. Many state and federal programs that help fund education depend in part on the percentage of students who qualify for free or reduced lunch, regardless of whether those students actually receive free or reduced lunch.

Families who pay for school lunch are strongly encouraged to go paperless! Go to mymealtime.com to set up an account using your child’s PIN so that you can make payments using a credit card online. As an incentive to go paperless, families who pay online exclusively will receive one free lunch for their student each trimester. If your child does not know his or her PIN, please contact Erin Baker at ebaker@willowcreekacademy.org. Families may also pay for school lunch by writing a check to Willow Creek Academy and submitting the check to Erin Baker.

Bringing Lunch from Home
If you send lunch from home, please keep in mind that:

- Student lunches cannot be refrigerated, so you may wish to include a cold pack.
- Students are not allowed to use microwaves or school kitchens, so hot food needs to be sent in a thermal container.
- Gum, soda, high-sodium snacks and candy are NOT allowed at school. (If a child does bring these items to school, they may be confiscated for the day).

We strongly recommend that lunches contain protein, fruits and vegetables, and milk or water. We also encourage you to use re-useable containers rather than add to the refuse often created at lunchtime.

Food Restrictions
Currently, peanuts and other nut products ARE allowed at Willow Creek. However, food restrictions may be adopted on a class-by-class basis if necessary in order to accommodate a student or teacher with severe food allergies. If this is the case, your child’s teacher will let you know.

Birthdays and Other Celebrations
Generally, birthdays and other special events can be marked with a small celebration in the classroom. Each teacher develops guidelines for his or her class regarding parties and other celebrations, and you should check with your child’s teacher before planning an event.
**Snacks and Treats**
Gum, candy, high-sodium snacks and soda are **NOT** allowed at school, and we encourage you to send fruit and other healthy snacks instead of sweets. School staff are authorized to take away unhealthy food students bring to school. Occasionally, candy, cookies or cupcakes might be allowed as part of a special classroom celebration, a bake sale, or a similar event.

**Learning Inside and Out**

**Field Trips**
Field trips are an integral part of the Willow Creek learning experience and philosophy. Students are expected to wear uniforms on field trips unless there are specific reasons for alternate attire, which have been discussed and pre-approved by the Head of School. Students are to be reminded that they are representing Willow Creek.

Please note that California’s Booster Seat Law, effective in 2012, applies to students traveling in cars on school field trips. Under this statute, children under the age of 8 must be secured in a car seat or booster seat in the back seat. Children under the age of 8 who are 4' 9" or taller may be secured by a safety belt in the back seat. It is the responsibility of families to send children to school with a booster seat on the day of the field trip.

Anyone who drives on a field trip needs to have a complete and current Field Trip Driver Information form on file in the WCA office. The form certifies that each driver has a valid driver’s license and meets insurance requirements, and that each car has adequate seat belts and is in safe operating condition. The school asks all parent chaperones to follow the instructions of the teacher in order to keep trips safe and fun.

**After-School Programs**
Willow Creek Academy offers fee-for-service after-school programming from 3:00 to 6:00 p.m. every day (2:00 to 6:00 p.m. on Wednesdays). Scholarship opportunities are available. For more information and instructions on how to enroll your child in the After-School Program, go to the Willow Creek website under the heading **Parents** or contact Paige Rosenthal at prosenthal@willowcreekacademy.org.

**Homework**
At Willow Creek Academy, teachers assign homework to reinforce concepts and skills that students have learned in the classroom. Daily reading is important for long-term success in school. Homework also provides the opportunity for students to practice time management, independence, and good study habits.

Homework is checked for completion, understanding and timeliness. Students are expected to show their work for math homework and be able to discuss their reading. Homework is assigned Mondays through Thursdays with occasional long-term projects in middle school. Students should be able to complete homework independently (3rd-8th graders) and finish homework in a reasonable amount of time.

**Homework Guidelines**

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Maximum Time</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>K-2nd</td>
<td>20 minutes daily</td>
<td>Weekly Reading Log (Dreambox encouraged)</td>
</tr>
<tr>
<td>3rd</td>
<td>30 minutes daily</td>
<td>Weekly Reading Log</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Weekly Math Review Packet</td>
</tr>
<tr>
<td>Grade</td>
<td>Time Daily</td>
<td>Homework</td>
</tr>
<tr>
<td>-------</td>
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<td>----------</td>
</tr>
</tbody>
</table>
| 4th   | 40 minutes | Weekly Reading Log  
|       |            | Daily Math Review  
| 5th   | 50 minutes | Weekly Reading Log  
|       |            | Daily Math Review Problems  
|       |            | Occasional Writing Assignment  
| 6th   | 60 minutes | Reading/Writing  
|       |            | Daily Math Review Problems  
| 7th   | 70 minutes | Reading/Writing  
|       |            | Daily Math Review Problems  
| 8th   | 80 minutes | Reading/Writing  
|       |            | Daily Math Review Problems  
|       |            | Long term projects  |

**Makeup Work**

- Students have as many days as they were absent to complete missing homework.

**Parent Guidelines**

- Discuss homework with students, ask questions about the content
- Provide a quiet space and regular time for homework
- Encourage students to use their time wisely and practice good study habits
- Provide support, supervision and encouragement
- Encourage students to work independently (3rd - 8th graders)
- Communicate with teachers if students can not complete assignments independently
- Review teacher Friday Letters and emails for up-to-date information

**Student Guidelines**

- Bring home assignments and materials
- Do their best work
- Complete homework independently (3rd - 8th graders)
- Ask teachers for clarification and help when needed
- Return completed homework on time

**School Uniform and Dress Code**

**School Uniform Policy**

Willow Creek requires students to wear a school uniform because we believe uniforms offer some important benefits:

- No student stands out because of what he or she can or cannot afford to wear to school.
- Parents are spared arguments about what to wear to school because of the uniform requirements.
- Wearing a uniform to school signals to students that school is to be taken seriously and they are dressed and ready to learn.

**Lower School Uniform (grades K-5)**

Kindergarten through fifth grade students wear forest green shirts combined with khaki colored pants, shorts, skirts or jumpers. Shirts with a collar are preferred, but a solid colored crewneck or turtleneck tee shirt may be worn. Shirts should be free of large writing and/or pictures. A small logo is acceptable. Shirts may be either knit or broadcloth fabric.
**Middle School Uniform (grades 6-8)**
Whenever they are inside their classrooms, sixth through eighth grade students wear navy blue shirts combined with khaki colored pants, shorts, skirts or jumpers. Shirts with a collar are preferred, but a solid colored crewneck or turtleneck tee shirt may be worn. Shirts should be free of large writing and/or pictures. A small logo is acceptable. Shirts may be either knit or broadcloth fabric.

**Where to Buy Uniforms**
Willow Creek does not require you to buy uniforms from a particular source—it’s the color combination that matters, not where you buy the clothes. School uniforms are available from a variety of sources, including Target, Old Navy, JC Penney and Land’s End. Land’s End donates cash back to schools for uniform purchases, and accepts orders online or by phone. For ordering details, see the Uniform Policy and FAQ page in the Parents section of the Willow Creek website. Many lightly worn uniforms are available for free in our office.

**Uniform Swap**
Willow Creek organizes an annual uniform swap at which you can trade in outgrown uniforms that are still in good condition and share gently used uniforms with younger students. For more details or to donate your old uniforms, please check with the school office.

**Labeling and Lost & Found**
Willow Creek maintains a lost-and-found in the MPR. Unclaimed items will be donated at the end of each month or before holiday breaks.

**Dress Code**
In addition to the uniform policy, Willow Creek expects students to dress appropriately. For example, pants must fit well and not be either exceedingly baggy or unusually tight. If shorts are worn, they are to be close to knee length. Hooded sweatshirts that zip all the way over a child’s face are NOT permitted. Sneakers with built in wheels are also not permitted.

Willow Creek students should wear comfortable clothing and athletic shoes on the days they have PE.

Students who do not wear the required uniform or are not in proper dress will have to do one of the following:
- Report to the office for a loaner uniform for the day
- Parents report to school with the uniform so the child can immediately change

Students are not allowed in class or on field trips without wearing the school uniform. Additional questions regarding appropriate dress can be addressed to the Head of School.

**Field Trip Dress Code**
School uniforms are generally required for field trips. If a uniform is not required, whether because of the weather or the nature of the activity, your child’s teacher will notify you. Field trips may also require your child to wear layers, closed-toe shoes or other items identified by your child’s teacher.

**Free Dress Days**
The last Friday of the month is a free dress day, which means students can wear any clothes they want as long as they adhere to the general dress code. Occasionally there are other special days when a uniform is not required; when these days happen, families will be notified in advance. Otherwise, students are expected to be wearing their uniform when they are at school.
Chapter 2: FAMILY/SCHOOL COMMUNICATION

Communicating with Willow Creek
For Willow Creek families, the two best sources of information about the school are the Willow Creek website and the electronic Friday Post. We cannot emphasize enough how important it is for you to check the Friday Post (available on our website) every week. Remember, teachers will use the Post to communicate information that may be necessary to Monday’s class. And, of course, the Post will keep you up to date on all the exciting events happening at Willow Creek!

The Friday Post
In an attempt to consolidate the stream of information that flows from school to home and to minimize our environmental footprint, we put together an electronic Friday Post. At a minimum, the Post will contain a letter from your child’s teacher and information from the office. Other information may also be included such as order forms for lunch, information about Parent Council activities, etc. If you prefer to receive your Friday Post in hardcopy, please notify the front office.

Willow Creek's Website: www.willowcreekacademy.org
You will find a wealth of information about the school on the website, including a calendar of events; articles about school programs, accomplishments, and projects; a link to the School Charter; and our Friday Post. The website also allows you to donate online to the Willow Creek Foundation.

Communicating With Your Child’s Teacher

How (and When) to Contact Your Child’s Teacher
There are several ways to communicate with your child’s teacher. Email addresses and campus phone numbers for all teachers are provided in the School Directory in this handbook. Teachers will do their best to respond to calls and email messages within 24 hours.

Please note that campus phone numbers ring directly to the classroom, not to voicemail, and should not be used when class is in session except in an emergency. If you urgently need to reach your child’s teacher or get a message to your child, please call the school office first. If the office staff is not available and you have a true emergency (family emergency, serious illness, etc.) you may call the classroom phone. Once the school day has ended, the classroom phone can be used to contact your child’s teacher regarding non-urgent matters.

Teachers are not available for conferences or meetings without an appointment. If you need to meet with a teacher, email or call to schedule an appointment. Please do not plan to meet with your child’s teacher without an appointment.

Communications from Your Child’s Teacher
Teachers communicate with parents via mail, phone, email and personal meetings. Your child’s teacher will have access to the contact information you provided as part of the registration or re-enrollment process but may also ask for additional information and contact preferences. If your information changes during the year, be sure to notify the school office and your child’s teacher.
The Friday Post will have information about your child’s specific classroom as well as school-wide events and opportunities. Please take the time early in the weekend to review the Post—often there is information about events occurring on Monday of the following week.

**Parent-Teacher Conferences**
Conferences take place twice annually, in October and in March. These formal meetings are designed to let parents know just how well students are progressing and provide suggestions for both improvement as well as maintenance of excellent work habits. Please Note: We are happy to talk with parents about other issues concerning your child. However, during our conference period we ask that you schedule a separate meeting for non-academic/learning discussions.

Parent teacher conferences are approximately 20-30 minutes long. As a courtesy to other parents, we try to stick to the timeline as scheduled so as not to inconvenience parents who have appointments later in the schedule. If you arrive late we will be sure to allow you the remaining time for your conference, and we are happy to reschedule if we need more time.

If we need more time than the allocated 20-30 minutes, we will be happy to schedule a new appointment for additional time.

**Inspecting Your Student’s Cumulative File**
Families may make an appointment to inspect their student’s cumulative file by calling the Main Office.

**Technology and Acceptable Use Policy**
Students and families are required to sign our Technology Acceptable Use Agreement. This Agreement outlines the way that technology should be used as a learning tool and outlines consequences for misuse. Consequences can include loss of internet privileges at school and reimbursing the school for damaged equipment. For more information, please see the Technology Acceptable Use Agreement.

**Language Access**
Willow Creek recognizes the importance of communicating with all our families, including those who speak a language other than English at home. During enrollment we use a home language survey to understand which languages are spoken in our students’ families. Simultaneous translation and interpretation services are available as provided in state guidelines.

**Special Concerns: Behavioral and Educational**
We encourage close parent/teacher/school contact and recognize that as a school, we can best serve your child by staying in close touch. Please feel free to contact your child’s teacher(s) at any time you feel it is necessary to set up an appointment to talk, but particularly if you have specific concerns about your child’s behavior or ability to approach certain tasks or subjects. Speak with your child’s teacher to see if the teacher shares your concern. A Student Study Team (SST) meeting may be scheduled to discuss how to support your child more effectively using Response to Intervention, etc.

**Notification of Special Events**
Activities that affect the entire school, like field trips or school photos, will be communicated through the Friday Post or our electronic communication system. The school website will also have details about both individual classrooms as well as the entire school community. Confidential information—such as your child’s report card—will be mailed to your home.
Chapter 3: ILLNESSES AND MEDICAL ISSUES

When Your Child Should Stay Home
At Willow Creek, we understand that kids can't learn if they aren't in class, and we ask that you use good judgment in deciding whether to send your child to school with a minor illness. Sniffles and mild coughs are generally no reason to keep your child home, but if your child has a fever, a severe cold, or vomiting and/or diarrhea, he or she should stay home. Other symptoms that may indicate your child is contagious, such as a persistent cough or unexplained rash, should be discussed with your child’s doctor, but those symptoms should also keep students at home.

For information on what to do when your child is absent, please see “Absence Procedures” in Chapter 1.

Because your child’s learning is our primary focus and because the impact of missing instruction can be stressful for any child, we ask that you schedule student appointments (dental, etc.) after school hours.

Illness and Injuries at School
If your child gets sick or injured while at school, we will do our best to reach you or the other adults listed on your child’s emergency information form. Unless there is an obvious emergency, we will wait until we reach you to provide any unusual assistance to your child. In extreme cases we will call for emergency services to transport a student to the hospital.

Medication at School
We are unable to administer any kind of medication without written permission from a parent or guardian. When your child requires that medication be administered at school, please talk with the office staff and sign a permission form for school staff to be able to give your child medication. All medication must be kept in the office and be administered from the office. Students may not carry medication with them, including over-the-counter medication.

Vaccinations
Willow Creek Academy follows all state laws and policies regarding vaccinations. For more information regarding these regulations, please visit the Marin County Office of Education’s website: http://www.marinschools.org/Health-Wellness/manual/Pages/default.aspx.

Allergies
If your child has been prescribed an EpiPen, please ensure that one is brought to school to be kept in our medicine cabinet in the office. As with all medication, please make sure that the EpiPen has not expired. Written permission to use the pen is required to be on file and school staff has been trained in how to administer an EpiPen if necessary. If your child has any kind of medication kept at school, please check regularly to make sure that it is up to date.

Lice
If a lice outbreak affects your child’s class, we will notify you. Students with live lice will be sent home for treatment, and other students may be asked to take steps to help combat the spread of lice, such as wearing their hair up and not sharing hats. Children who are affected by the outbreak may return to school once they are free of live lice. On the child’s first day back, he or she should come to the school office to be checked. Upon passing the lice inspection, the child will be permitted to return to class.
Chapter 4: EMERGENCY PREPAREDNESS PLAN

District Emergency Preparedness Plan
The Sausalito Marin City School District maintains a District-wide emergency preparedness plan that applies to all schools in the District. A complete copy of the plan is available in the school office if you wish to examine it. We are also happy to make a copy of the plan for you should you wish.

As part of the plan, Willow Creek staff members have been assigned specific responsibilities should there be a disaster or unsafe condition at the school. These tasks range from turning off gas valves to checking children out as they are picked up to search and rescue activities. Food and water are kept on campus in a storage container for use in the event that students and staff need to remain at school for a period of time.

Monthly Drills
Monthly drills are held at school so that students know how to respond to a fire alarm, an earthquake alarm, or a lockdown situation. Teachers and other staff prepare students as to proper evacuation measures, and these drills are often coordinated with the fire and/or local police departments.

Emergency Notification Procedures
Should there be a reason to cancel school, notification will be made by both telephone and where possible, by email, texting and radio/TV broadcasts. The Head of School make the decision regarding school closure.

In order to be fully prepared for an emergency situation at Willow Creek, it is imperative that you keep us informed when your phone number and/or email address changes.

Family Preparedness
In addition to the District emergency preparedness plan, we recommend that all families create their own plan, which should include planning for how you will react if a disaster strikes while your child is at school. The Marin County Office of Education maintains a set of useful disaster planning resources for parents at [http://www.marinschools.org/SafeSchools/Pages/Emergency-Services.aspx](http://www.marinschools.org/SafeSchools/Pages/Emergency-Services.aspx).
CHAPTER 5: STUDENT BEHAVIOR AND DISCIPLINE

Restorative Process
At Willow Creek Academy we believe that every mistake presents an opportunity to reflect and improve. Our goal is to help every student to take responsibility for his or her actions and to repair the harm his or her actions cause.

While some misbehavior will result in immediate disciplinary action, our primary goal is not to punish but rather to help all students to conduct themselves as responsible members of our school community. In service of this goal, we have implemented restorative process as a pillar of our discipline system. This gives students the opportunity to take responsibility for their actions in a real way under the guidance of our Student Support Specialists, Carlos Gonzalez (K-4), Jasmin Hall (5-8) and Joel Villalobos (5-8).

The restorative process has three elements:

1. Students will reflect on the impact of their misbehavior individually and/or as a small group;  
2. Students will contact their families to discuss their misbehavior; and  
3. Students will complete restorative service at the school site.

Student Behavior
Good behavior is crucial to learning, and misbehavior can have consequences outside the school environment. Willow Creek has established straightforward school rules and classroom guidelines that are intended to help create a safe and comfortable learning environment for all our students. We need family support to ensure that these rules and guidelines are followed and to help address any ongoing behavior issues.

General Expectations – All Students
Willow Creek has the following expectations for student behavior:

- Students are expected to be kind and respectful to others.  
- Students are expected to be responsible for their actions.  
- Students are expected to be safe.  
- Students are expected to be honest.  
- Students are expected to respect school property and the property of others.

At Willow Creek we expect students to treat each other and adults with respect and courtesy. Fighting, bullying (including cyberbullying) and severe teasing are not allowed. This may include, but is not limited to, profanity, racial epithets, sexual harassment, and any form of verbal abuse or bullying. Any information about bullying should be reported immediately to Tara Seekins, Head of School, at tseekins@willowcreekacademy.org.

Where These Expectations Apply
Willow Creek’s student behavior expectations apply:

- At school and all school grounds;  
- At and traveling to and from all field trips and other off-campus school events;  
- When children are in transit to or from school;
• To student use of technology and social media that impacts other members of the school community.

**Rules Applicable to All Students**

**Supplies and Homework**
Every student is to arrive at school on time and with his or her necessary school materials. Homework, if assigned, is to be completed and ready to hand in at the beginning of the day (unless the classroom has a different time schedule).

**Classroom Supervision**
Students are allowed in classrooms only when supervised by an adult.

**Outdoor Supervision**
Students are allowed outside (e.g. the field, playground, etc.) only when supervised by an adult.

**Items Not Allowed at School**
The following items are **not** allowed at school:

- Illicit drugs, drug paraphernalia, hookah pens, and e-cigarettes
- Weapons of any kind, including knives, guns and weapons paraphernalia
- Tobacco in any form
- Alcohol in any form
- Candy, gum, soda and high-sodium snacks
- Toys (including electronics such as portable game systems)
- Cash over $10.00

**Cell Phones and Music Players**
Willow Creek strongly recommends that students not bring cell phones or MP3 players to school. If your student will be bringing a cell phone to campus, your child must follow his or her teacher’s cell phone rules. Typically this means your child will be required to turn the phone off from 8:10 a.m. when the morning bell rings until the end of the school day and keep it in a location specified by the teacher, usually the student’s backpack or the teacher’s desk.

Students who access the Internet on their phones must comply with Willow Creek’s Internet policy and not access any site blocked by Willow Creek’s Internet filtering software.

If a student is found to have used a cell phone or MP3 player in violation of these rules, the phone or MP3 player will be confiscated and the following will apply:

- First offense: Cell phone / MP3 player returned at end of school day.
- Second offense: Parent must come to school to retrieve cell phone / MP3 player.
- Third offense: Student loses cell phone / MP3 player privileges for rest of school year.

**Willow Creek Academy is not responsible for the loss or theft of any student belongings. Again, we strongly recommend leaving valuables such as cell phones at home.**

**Internet and Social Media**
Willow Creek maintains Internet access rules that apply to students’ use of technology when on campus and to off-campus use of technology, including social media, that affects members of the school community.
**Class-Specific Rules**
In addition to the general rules listed above, each classroom has its own rules regarding student behavior. Your child’s teacher will describe these rules to you at Back to School Night, and you should discuss them with your child.

**Recess Rules, Consequences, and Boundaries**
In order to promote safe and friendly play at recess, we have adopted the following Recess Rules, Consequences, and Boundaries:

**Rules**
- Stay within the boundaries.
- Keep your hands, feet, and objects to yourself.
- Follow directions the first time they are given.
- Use the courtyard steps to walk to the upper campus bathroom.
- Show respect for adults, for each other, and for the rules.

**Consequences**
- 1st warning: Verbal warning
- 2nd warning: Time out
- 3rd warning: Referral to Student Support Specialist
- Severe misconduct will result in an immediate referral to the Assistant Head of School.

**Boundaries**
- Driveway: The upper boundary is the painted red line near the library. Students must use the courtyard stairs to walk to the bathrooms. The lower boundary is the sidewalk that borders the drop-off area. The side boundaries are the retaining wall and the field.
- Field: Students who are playing an organized game of soccer, football, or kickball may use the areas of the field designated for those sports. Students who are not playing an organized game may not go past the mosaic bench. The dugouts are off-limits for all students.
- Courtyard and Bathrooms: The courtyard is off-limits for all students during recess times, unless they are walking to or from the bathrooms.
- Hillside: The hillside is off-limits. If students are walking to recess, they are to use the stairways or the driveway.

**Promoting Good Behavior**
Willow Creek uses various methods to help students meet the school’s behavior expectations. All teachers are trained in the Responsive Classroom and Restorative Justice models, which promote social-emotional development, logical consequences, and inclusive community building.

**Discipline Processes**
The Willow Creek discipline process starts with promoting good behavior. When behavior expectations are not met, students will first receive in-class consequences. If in-class consequences are not effective, or if there are serious or repeated problems, the student will be referred to the Assistant Head of School. Repeated referrals may result in suspension or even expulsion. Some serious behavior problems may result in immediate suspension or a
mandatory recommendation for expulsion, even if the child has no previous record of discipline and has not received in-class consequences or referrals.

**In-Class Consequences**
Each teacher sets consequences for minor misbehavior and discusses those consequences with the class. Your child’s teacher will discuss his or her approach with you at Back to School Night, and you can contact the teacher if you have questions. In-class consequences are designed to resolve behavior problems quickly and, if needed, teachers can escalate from a minor consequence (such as a verbal warning) to a more serious one (such as an in-class separation). A typical set of in-class consequences might include:

- Verbal warning
- Written warning (child’s name goes on the board or in the teacher’s record book)
- Time out (child is seated away from other students for a period of time)
- Buddy Room and/or referral to Student Support Specialist

**Restorative Practices**
Principles of restorative discipline underlie many of the discipline practices at Willow Creek Academy. The principles of restorative discipline include:

- Preventing misconduct by building a solid and inclusive school culture
- Viewing misconduct as an offense against the entire school community
- Encouraging students to reflect on and to repair the harm caused by their misconduct
- Addressing the root causes of misbehavior
- Where appropriate, seeking alternatives to discipline that excludes (such as suspension or expulsion)

At all grade levels, Student Support Specialists work with staff to implement restorative discipline practices.

**Referrals, Suspension, and Expulsion**
If in-class consequences are not effective, or in the case of serious or repeated behavior problems, students will be referred to the Head of School. If your child receives a referral, you will be notified in writing, and must return a signed copy of the referral notice to the school office. Referral notices become part of a student’s permanent discipline record.

A student who receives three or more referrals in a trimester may be suspended from school for one or more days. If your child is suspended, he or she may not attend school or any school activities, including after-school programs.

Students may have an opportunity to have a disciplinary notices (ex. referrals and suspension notices) removed from their records. The process for this depends on the student’s grade level and the nature of the misconduct.

If a student receives two suspensions in a school year, school administration may meet with the student, his or her family, and his or her teachers to implement a contract outlining behavior expectations. If, after four weeks, the student has not made adequate progress toward meeting these expectations, the student and his or her family may be referred for a meeting with teachers, administrators, and members of the Discipline Committee of the Willow Creek Academy Board of Directors. If a student receives three or more suspensions in a school year,
the Head of School may recommend that the student be expelled, and the Willow Creek Academy Board of Directors will hold an expulsion hearing.

Administration may recommend a same-day suspension for a student who engages in severe misconduct prior to 10:00 a.m. In this case, the student will be suspended and sent home that same day. A same-day suspension is recorded in a student's permanent file.

Certain serious behavior problems will result in immediate suspension and may also result in expulsion, even if the student has no previous record of discipline and has not received in-class consequences for the behavior. Among these are:

- Bringing a weapon of any sort or any weapon paraphernalia to school or to a school activity
- Possession or use of alcohol or illicit drugs or drug paraphernalia at school or at a school activity
- Sexual harassment
- Extreme violence

In addition, local law enforcement will be contacted if any student is found to be in possession of drugs or drug paraphernalia or firearms or firearm paraphernalia.

**Communicating About Discipline Issues**

Family involvement is critical to resolving behavioral issues and developing positive solutions. If your child has a discipline issue, you may receive various types of communications from the school. Many discipline issues are resolved with an in-class consequence and a phone call or email from your child’s teacher. If discipline issues persist, you may receive referrals or other paperwork to sign and return, or you may be asked to come to school for a meeting with your child’s teacher, school administrators or counselors, or members of the Willow Creek Academy Board of Directors.

If your child’s teacher or a Willow Creek staff member contacts you about a discipline problem, please respond promptly. If you are asked to meet with school staff but have a schedule conflict, let the school know right away and work with them to find an alternate time when you can be present. If you are asked to sign and return paperwork, do so. Dealing with discipline issues can be challenging and sometimes uncomfortable. When you are communicating with school staff about discipline issues, please keep in mind that our goal is not to embarrass you or your child, but rather to help your child behave in ways that promote learning and success.

**Discipline and Student Privacy**

Some student behavior issues, such as fights and bullying, involve multiple children. If you are concerned about another child’s behavior toward your child, please talk with your child’s teacher. Because federal law makes student discipline records private, it may not be possible for the teacher to disclose the specific steps that are being taken with respect to another child, or the reasons why discipline was or was not imposed.

**School Procedures for Addressing Incidents Involving Bullying**

Maintaining a healthy school culture where students feel valued and respected is of the utmost importance to our community. Fighting, bullying, and severe teasing are not allowed. This may include, but is not limited to, profanity, racial epithets, sexual harassment and any form of verbal abuse or bullying. Any bullying should be reported immediately to the Head of School.
Student Support Specialists and/or administration will meet separately with all students involved to find out what happened. Information will be documented. Parents will be notified of their student’s involvement.

Depending on the incident, school staff may write a referral, issue a suspension, or recommend a student to a restorative process through our Maya Angelou Center for Restorative Practices. School staff will contact the students’ teachers to get more information and/or to notify them of the incident. School staff will contact school counselors to notify them of the incident and to develop a support plan.

With the student’s approval, school staff will meet with the students (either two at a time or with a small group if more than one other student is involved) to hold a Problem Solving Meeting. WCA staff understand that restorative processes are not always appropriate for situations involving bullying because of power imbalances between the students involved. However, they can be extremely helpful when students are engaged in conflicts based on miscommunication or status rivalries. WCA staff will carefully facilitate any conversation between students.

Problem Solving Meetings include the following steps:

- **Step 1**: Tell what happened and how you feel. (Each student takes a turn, while the other listens)
- **Step 2**: Ask for what you need. (Each student takes a turn, while the other listens)
- **Step 3**: Look for solutions. (Brainstorm on how to solve the problem)
- **Step 4**: Keep the best solution. (Make an agreement about how to move forward)
- **Step 5**: Set a date and time for the next check-in to see if there has been improvement.

School staff will continuously check in with the child/children involved to find out if there are ongoing issues, or if the issue has improved.

Homeroom classes will hold daily morning meetings with each class, in accordance with our Responsive Classroom program. The purpose of morning meetings is to build classroom community, provide positive acknowledgement of each student, and to resolve problems as they arise.

Our Student Support Specialists administer our restorative practices program, facilitate weekly girls’ and boys’ groups, and coach students on social skills and coping strategies. They are available to students throughout every school day. Our school counselors are available five days a week to meet with parents and students. A counseling referral form must be filled out in order for a student to meet with the counselor regularly (based on availability).

Discipline Committee meetings or Student Study Team meetings will be held to address concerns about particular students who bully or tease others regularly.

**As a general rule, a student will be held accountable for all text and/or images posted on his/her social media pages, blogs, or mobile phones.** With this in mind, we strongly recommend each family closely monitor their student’s online activities, ensure that their student’s accounts are protected by strong passwords, and immediately deactivate any accounts when hacking or unauthorized use is suspected. Cellular phones must be turned off and left in backpacks or with teachers between the hours of 8:10 and 3:00 every school day.
Chapter 6: FAMILY INVOLVEMENT

Volunteering is Encouraged!
Willow Creek encourages—but does not require—families to volunteer their time as a way to support the learning environment. We do this because educational research indicates that parental involvement is the single most important component of helping a child attain academic success. In addition to this positive effect on students, parents find that when they volunteer, they create a caring community within the school.

How to Volunteer
Volunteer opportunities are everywhere. To get started, talk to your child’s Room Parents, read the Friday Post, check out the volunteer sign-ups at orientation or Back to School Night, and return your Volunteer Sign-up form that is mailed each summer with enrollment materials.

Evening and Weekend Volunteer Opportunities
We always need people to make phone calls, do laundry for the lost and found, work at fundraisers, prepare materials for teachers, participate in campus clean up days and participate in ways that do not require someone to be on campus Monday-Friday.

Parent Council

What the Parent Council Does
The Parent Council supports Willow Creek’s mission and activities in various ways, such as by providing room parents for each classroom, managing the school garden, and organizing school events. Without the Parent Council, there would be many fewer opportunities for our students to learn and thrive.

If you are a parent at Willow Creek, you are automatically a member of the Parent Council. Unlike a PTA, the Parent Council is not part of a national organization and does not charge dues.

School Site Council and English Learner Advisory Committee (SSC and ELAC)

What the SSC and ELAC Do
The SSC and ELAC make recommendations on how Willow Creek Academy can use federal funds (Title I and Title III) to support low-income students and students who do not speak English as a primary language. The SSC and ELAC create our Single Plan for Student Achievement each year and monitors progress to ensure all students meet academic goals. The SSC and ELAC also manage our annual Family Survey and provide significant guidance with regard to the development of our Local Control Accountability Plan (LCAP).

All family members and community members are welcome to join the SSC and ELAC. For more information, please contact Tara Seekins, Head of School at tseekins@willowcreekacademy.org.
School Procedures for Addressing Incidents Involving Bullying

*Maintaining a healthy school culture where students feel valued and respected is of the utmost importance to our community. Fighting, bullying, and severe teasing are not allowed. This may include, but is not limited to, profanity, racial epithets, sexual harassment and any form of verbal abuse or bullying. Any bullying should be reported immediately to Tara Seekins, Head of School at 415-331-7530, ext. 213.*

**Administrative Response to Reports of Bullying**

Mr. Phil Logan or Ms. Jasmin Hall (Student Support Specialists for grades 5-8) or Mr. Joel Villalobos (Student Support Specialist for grades K-4) will meet separately with all students involved to find out what happened. Information will be documented. Parents will be notified of their student’s involvement.

Depending on the incident, school staff may write a referral, issue a suspension, or recommend a student to a restorative process through our Maya Angelou Center for Restorative Practices.

School staff will contact the students’ teachers to get more information and/or to notify them of the incident.

School staff will contact our school counselors to notify them of the incident and to develop a support plan.

With the student’s approval, school staff will meet with the students (either two at a time or with a small group if more than one other student is involved) to hold a Problem Solving Meeting. WCA staff members understand that restorative processes are not always appropriate for situations involving bullying because of power imbalances between the students involved. However, they can be extremely helpful when students are engaged in conflicts based on miscommunication or status rivalries. WCA staff will carefully facilitate any conversation between students.

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- **Step 4:** Keep the best solution. (Make an agreement about how to move forward)
- **Step 5:** Set a date and time for the next check-in to see if there has been improvement.

School staff will continuously check in with the child/children involved to find out if there are ongoing issues, or if the issue has improved.

**Year-long and Ongoing Strategies**

Homeroom classes will hold daily morning meetings with each class, in accordance with our Responsive Classroom program. The purpose of morning meetings is to build classroom community, provide positive acknowledgement of each student, and to resolve problems as they arise.
Our Student Support Specialists administer our restorative practices program, facilitate girls’ and boys’ groups, and coach students on social skills and coping strategies. They are available to students throughout every school day.

Our school counselors are available five days a week to meet with parents and students. A counseling referral form must be filled out in order for a student to meet with the counselor regularly (based on availability).

Student Study Team meetings will be held at parent or teacher request to provide a forum for problem-solving around specific student issues.

As a general rule, a student will be held accountable for all text and/or images posted on his/her social media pages, blogs, or mobile phones. With this in mind, we strongly recommend each family closely monitor their student’s online activities, ensure that their student’s accounts are protected by strong passwords, and immediately deactivate any accounts when hacking or unauthorized use is suspected. Cellular phones must be turned off and left in backpacks or with teachers between the hours of 8:10 and 3:00 every school day.
### Fall Welcome
- **First Day of School**
- **Early dismissal (2pm)**

### Labor Day (no classes)
- **Back to School Night**
- **Fall Welcome**

### Staff Day/Conference Day (no classes)

### Veterans Day Observed
- **End Trimester 1**
- **Thanksgiving Break (no classes)**

### Early dismissal (12:30)
- **Winter Break starts (no classes)**

### Last day of Winter Break (no classes)
- **Classes resume**
- **MLK Day (no classes)**

### Start time
- **8:15am daily**

### Dismissal
- **M, Th, F**: 3:00pm
- **Wed**: 2:00pm
- **Kindergarten**: 2:00pm daily

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### Willow Creek Academy Calendar 2017-18

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### Summer Break
- **6/25 - 8/24**
- **Staff returns**
- **Classes resume**
- **MLK Day (no classes)**
- **5 Orientation/Conference Day (6:30-7:30pm)**
- **Aug 14: Staff returns**
- **Aug 15: K-2 Orientation (6:30-7:30pm)**
- **Aug 16: 3-5 Orientation (6:30-7:30pm)**
- **Aug 17: 6-8 Orientation (6:30-7:30pm)**
- **Aug 23: First Day of School**
- **Aug 24: Early dismissal (2pm)**

### Fall Break
- **Sept 7: Back to School Night**
- **Sept 23: Labor Day (no classes)**
- **Sept 30: Staff Day/Conference Day (no classes)**

### Spring Break
- **Nov 25 - Dec 14**
- **Dec 18: Last Day of School Break (no classes)**

### End Trimester
- **Jan 6: Staff Day/Conference Day (no classes)**
- **Jan 9: End Trimester 2**
- **Jan 16: Staff Day/Conference Day (no classes)**

### Winter Break
- **Dec 23 - Jan 16**

### Spring Break
- **Feb 19 - Mar 18**

### End Trimester
- **Mar 19: Staff Day/Conference Day (no classes)**

### Summer Break
- **Mar 20 - June 18**

### End Trimester
- **June 19: Staff Day/Conference Day (no classes)**

### Summer Break
- **June 25 - Aug 24**

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### DISCLAIMER
- **Please note:** The above schedule is subject to change. Always check the most recent version of the Willow Creek Academy Calendar for the most accurate dates and times.